

REQUEST FOR CONSIDERATION OF CHANGING THE NAME OF A CITY STREET

(Chapter 6: Building Code—Article XVI. Naming of City Facilities and Streets)

Thank you for your inquiry into the City of San Antonio's street name changing process. This page is designed to provide you with general information about completing the attached application. If you have any questions, or would like clarification about these instructions, you are advised to seek assistance from city staff.

Per Section 6-669: *Commencement of process for changing the name of a street*, the process shall begin by filing the attached application with the Planning and Development Services Department. A valid application may be submitted by any one of the following parties:

- (a) An individual, group, agency or business;
- (b) An officer or attorney representing a governmental subdivision, agency or department; or
- (c) The Director of the Planning and Development Services Department if it is determined that the street name change is in the best interest of the health, safety, welfare and public safety of the citizens of the city.

The fee required to submit a valid request for a street name change is \$500.00. In addition, the applicant will be required to provide for the following total expenses:

- (1) The estimated cost of the manufacture and installation of new street name signs. *The estimated cost may be requested prior to application submission*; and,
- (2) The estimated costs associated with notification requirements. Notification fees for the committee hearing may not be collected if the applicant secures signatures from seventy-five (75) percent of the total affected parties, as described in Section 6-670.

Once staff has determined that the application is complete, there shall be no more than ninety (90) days for an administrative review; forward to committee and scheduled on the city council's agenda, pursuant to the requirements in Section 6-670(b).

Pursuant to Section 6-670(a)(2), a committee hearing for the renaming of streets may be bypassed only upon presenting a the *Notification of Affected Property Owners, which would* consist of the signed names, addresses and telephone numbers of seventy five (75) percent of all favorable property owners, businesses, tenants and residences affected by the street name change. Should you desire to submit a petition with your application, you must utilize the approved notification format that may be requested from the Planning and Development Services Department. By using the approved form, staff, and the committee, are ensured of the accuracy and legitimacy of the information provided. Should you require space for additional signatures, you are free to make copies of page 2 of the notification.

Please thoroughly review the application and required data prior to submit your request. An incomplete application may delay the processing of your request and could potentially cause a delay in its consideration.

Should you have any questions, feel free to contact the Planning and Development Services Department's Zoning Section at 210.207.1111, voice prompt "0".

**APPLICATION FOR CONSIDERATION OF CHANGING THE
NAME OF A CITY STREET
to the
CITY OF SAN ANTONIO PLANNING AND DEVELOPMENT
SERVICES DEPARTMENT**

Applicable Section of City Code: (Chapter 6: Building Code—Article XVI. Naming of City Facilities and Streets)

Applicable City Council District(s) _____ Date Submitted _____

Name of Applicant _____

Applicant Street Address _____

City, State, Zip Code _____

Daytime Phone Number _____ Email Address _____

Current Street Name _____

(If only a portion of a street, please provide the applicable blocks; please attach a map exhibit to ensure clarity of request)

Proposed Street Name _____

Please explain the reason for the proposed change. The criteria for renaming a street are listed in Section 6-662(d) of the city code.

Pursuant to Section 6-669(d), The applicant is responsible for providing the total cost of the sign replacement process. Please provide the total project cost in full below.

Number of Ground Mounted Signs¹ _____ Total Replacement Cost _____

Number of Overhead Signs¹ _____ Total Replacement Cost _____

Number of TxDOT Signs² _____ Total Replacement Cost _____

¹Please contact the City of San Antonio Public Works Department for replacement calculation.

² Please contact the Texas Department of Transportation for the replacement cost of TxDOT mandated signs.

Notification Fees _____

Application Fee \$500.00
(Application fee is non-refundable)

Total Project Cost _____

I hereby certify that I am an eligible to submit this application pursuant to the requirements in Section 6-669 of the City Code of the City of San Antonio and that this application is complete and accurate to the best of my knowledge.

Signature of Applicant _____ Date Submitted _____

Notification of Affected Property Owners

An application is being submitted to the City of San Antonio's Planning and Development Services Department requesting the changing of the street listed below. I understand that this street name change will likely result in address changes. I am aware that each individual property owner would be responsible for any costs associated with changes in home or mailbox numbers; drivers license information; stationary; personal or business checks; and other personal documents related to a street name or address change.

Current Street Name

Proposed Street Name

General Street Location (Impacted Area):

Having read and understood the statement above, I am signing this petition in order to demonstrate my **SUPPORT** of the proposed street name change.

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ **Date** _____

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ **Date** _____

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ **Date** _____

Notification of Affected Property Owners, cont.

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ Date _____

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ Date _____

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ Date _____

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ Date _____

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ Date _____

Notification of Affected Property Owners, cont.

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ Date _____

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ Date _____

Name of Property Owner _____

Address (Street Address and Zip Code) _____

Daytime Phone Number _____

E-Mail Address _____

Signature _____ Date _____

Applicant Affidavit

I hereby certify that I have notified all property owners affected by this request and that the submitted names and addresses are those of the affected property owners as listed in the tax records of Bexar County.

Print Name

Signature

Date

Title

Sworn to and subscribed before me by _____ on this _____ day of

_____ in the year _____, to certify which witness my hand and seal of office.

Notary Public in and for the State of Texas